



Bid No. 4703-5/16-4 – Signs, Road and Traffic Related Materials (Pre-Qualifications)

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Spot Market Purchase Procedures

ISD may apply changes to the roadmap as necessary

Scope:

The overall scope of work shall consist of purchase of Signs, Road and Traffic Related Material, as per Section 3 Technical Specifications.

Contract Term:

02/01/2015 through 01/13/2022

Procurement Contracting Officer I:

Mary Hammett

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Fax: (305)-375-4407

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Award History:

<u>ADD NO.</u> ↓	<u>Date issued</u> ↓	<u>Event</u> ↓	<u>AGENT</u> ↓
3	11/14/16	BCC approved extension of contract until 1/31/2022 Agenda Item No. 8 (F) (7) on November 1, 2016	Mary Hammett
2	11/07/13	The following vendor has met all the criteria and is being added to the pool of vendors: Custom Products Corporation. (640701635-01) . No insurance is required for this contract.	Mary Hammett
1	9/25/13	An amendment No.1 was sent to all awarded vendors. The following language shall be added to the contract: It shall be the sole prerogative of the County as to the number of vendors who will be included under this contract. During the term of this contract, the county reserves the right to add or delete vendor.	Mary Hammett

Scope:

- The overall scope of work shall consist of purchase of signs, road and traffic related material, as per Section 3 Technical Specifications.

Spot Market Purchases:

Spot market purchases procedures may be initiated either by the using County department.

1. Written spot market quotes will be gathered from all pre-qualified pool Awarded Bidder(s) who are authorized dealer or manufacturer/distributor for the items listed in section 3.0 technical specification, Paragraph 3.2.

All pre-qualified Awarded Bidders will be invited to offer a fixed price for specific related materials. The award of the purchase order will be made to the lowest responsive, responsible Awarded Bidder(s) meeting the specifications

2. The responsive, responsible Awarded Bidder(s) offering the lowest fixed price meeting the requirements shall be awarded the quote. The award to one Awarded Bidder for a specific project does not preclude the ability of that Awarded Bidder(s) from submitting offers for other future quote(s).
3. The user departments issuing the Request for Quote (RFQ) shall be responsible for the proper documentation of the quotation process to include but not limited to:
 - Request for Quote Form
 - Addenda, if required
 - Quotes submitted by Awarded bidder(s)
 - Tally Sheet
 - Notice of award
 - Correspondence
4. Request for Quotes (RFQ) threshold:
 - RFQ from \$0.00-\$25,000 are initiated by County's User Departments. The RFQ form shall be prepared, signed, and submitted by the buyer handling the quotation at the user department level. Upon request, the user department will provide a copy of the request for quote, tally sheet, proposals, correspondence, and award recommendation.
 - RFQ over \$25,000: scope of work shall be routed to ISD to initiate the solicitation process. ISD will provide the County Department(s) with a bid award recommendation (BAR) form, of the recommended bidder(s) proposals, and tally sheet for their evaluation and recommendation. Once approved; ISD will issue and release the blanket purchase order (BPO).

5. Pre-Qualified Vendors:

W S Sign Design Corp 1434 Memorial Avenue West Springfield MA 01089 Ph.#: 800-927-3977 Ph.#: 413-214-6040 Fax#: 413-214-6056 Email: ronw@wssign- design.com	Rocal Inc. dba: Power Parts Sign Co 3186 County Road 550 Frankfort OH 45628 Ph.#: 800-992- 8633 Ph.#: 740-988- 2122 Fax#: 740-998- 2073 Email:achristophe r@rocal.com	RI DEL MFG Inc. 1754 W Walnut Chicago IL 60612 Ph.#: 312-829-8720 Fax#: 312-829-8761 Email:jamesr@ridel mfg.com	Allied Tube & Conduit Corp 16100 S Lathrop Ave Harvey IL 60426 Ph.#: 800-882-5543 Fax#:877-696-2701 Email:telespar@alliedtu be.com
Annat Inc. dba:Municipal Supply & Sign Co. 1095 5th Ave N Naples FL 34102-5818 Ph.#:239-262-7939 Ph.#: 800-329-5366 Fax#: 239-262-4645 Email: sales@municipalsigns.com	Walter Hass Graphics Inc. 123 West 23 Street Hialeah FL 33010 Ph#305-883-2257 Fax#305-8830598 Haasprint123@gma il.com	Custom Products Corp P.O. Box 54091 Jackson MS 39288 Ph#800-367-1492 Fax#800-206-3444 Email: heidi@cpcsigns.com	Mc Cain Sales of Florida Inc. 3001 Orange Avenue Fort Pierce FL 34947 Ph.#: 800-432-0331 Ph.#:772-461-0665 Fax#: 772-461-0669 Email:pwells@universal signsfl.com

Applicable Ordinances

Local Preference, Cone of Silence, UAP & Inspector General Ordinances shall be applicable to each solicitation/quote issued under this contract.

Local Preference Consideration

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

1. A business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased:
2. A business that has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. A business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
 - a. The Vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("Full Time Equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
 - b. The Vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
 - c. Some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which has a "principal place of business" in Miami-Dade County. "Principal place of business" means the *nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.

In the case of Requests for Quotes (RFQ's) which are based on price and/or hourly rate, the following shall apply:

Local Preference: If a low bidder is not a local business and a *local business* submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder; shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

Locally Headquartered Businesses: If a low bidder is not a local business and a *locally headquartered business* submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

Locally Headquartered Businesses: If a low bidder is a local business and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of

the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

Interlocal Agreement

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 30, 2013. Therefore, a vendor which meets the requirements of (1), (2), and (3) above for Broward County shall be considered a local business pursuant to this Section.

SMALL BUSINESS CONTRACT MEASURES FOR SOLICITATIONS GREATER THAN \$50,000 (Bid Preference)

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Department of Business Development at 305-375-3111 or access www.miamidade.gov/dbd.

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.